

TITLE 5 VACANCY ANNOUNCEMENT					
Announcement Number:	OTR-2003-22	Opening Date:	06/02/03	Closing Date:	06/11/03
Position/Position Number:	Laundry Worker #1422 WG-7304-1 (Temporary NTE 1 year)	Organizational Location:	FACILITIES MANAGEMENT SERVICE WACO		
Salary Range:	WG-1: \$7.48 - \$8.72 per hour	Area of Consideration:	ALL QUALIFIED US CITIZENS		
<b>Duties and Responsibilities:</b>					
<b>POSITION COULD BE EXTENDED ANOTHER YEAR WITHOUT FURTHER COMPETITION.</b> NOTE: Any permanent employee may apply for this position. However, if selected, incumbent will be converted to a temporary status. Upon conversion to temporary status, employee has no guarantee of returning to a permanent position and is placed in the second area of consideration for permanent positions posted within the bargaining unit. If temporary funding is terminated, or at the expiration of the appointment, employee may be terminated.-----					
<b>DUTIES AND RESPONSIBILITIES: Hours of Duty: Job will involve rotating shifts, and incumbent can be assigned to any approved tour of duty for Facilities Management Service.</b> Incumbent removes sheets, bedspreads and other items from containers and places ends on clips of spreader feeder for the flatwork ironer. Receives, stacks, and places the correct number of items from the cross folder onto the conveyor or containers. Receives small, flat, partially folded items to place in proper containers or on conveyor. Folds rough, dry items such as bath towels, pajamas, cotton blankets, laundry bags, etc., and stacks like items for placing on laundry stock shelves. Receives soiled government-owned bulk laundry in laundry bags in carts. Sorts the laundry by type of fabric or linen. Operates the cart dump, scales, cart washer, soiled linen conveyor and monorail system. Receives soiled wearing apparel in bulk from buildings and other medical centers. Classifies and sorts the various items into different lots according to cleaning formula used and the finishing process to be used. Places clothing on hangers for processing through the steam finishing cabinet. Removes clean, finished linen from the conveyor system and places on the flow rack or in carts based on type, kind, and amount. Incumbent is constantly alert for items that need mending and for missing buttons. Incumbent performs other related laundry work such as assisting in cleaning not only his/her own work area, but also other areas throughout the laundry, and performs other duties as assigned. <u>Working Conditions:</u> Laundry is very noisy and is usually very hot and humid. Incumbent is constantly exposed to the possibility of falling on wet floors.					
<b>Qualification Requirements:</b>					
Qualifications are derived from Office of Personnel Management (OPM) Handbook X-118 or X-118C, available in Human Resources Management Service (HRMS). Applicants must have sufficient training and experience to be trusted to perform duties on own initiative under general supervision.					
<b>Rating and Ranking:</b>					
Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities: Element 1: Ability to do the work of the position without more than normal supervision (screen-out element). Element 6: Operation of flatwork ironer and marking machine. Element 25A: Work practices (includes keeping things neat, clean, and in good working order). Element 25E: Technical practices (refers to the technical practices which must be incorporated in order to accomplish the work practices. Independently deciding what identification symbols to use, counting, alphabetizing or putting numbers in order to avoid loss of items, checking numbers of items on ticket against those submitted, maintaining production count, identifying a washed item that is definitely not clean, etc.) Element 75B: Ability to interpret instructions, specifications, etc. Element 82A: Knowledge of materials used in this line of work. Element 86: Ability to operate with dexterity and safety in performing the work of the position.					
<b>How to apply:</b>					
Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <a href="http://www.texvet.com/HRMS/forms.htm">http://www.texvet.com/HRMS/forms.htm</a> <b>VA Form 5-4078 must be received in HRMS, Temple, by close of business on closing date of announcement.</b> Please refer all questions to Lili A. Sims, Human Resources Specialist, extension 39-4432. It is the responsibility of each employee to assure that his/her Official Personnel File (OPF) is current and shows <b>ALL</b> work experience and credentials <b>prior</b> to the closing date of the announcement.					
<b>Other applicants:</b>					
1. Submit either a resume or OF-612 (Optional Application for Federal Employment). 2. Submit DD-214 (Member 4 copy) for all periods of active service if you are a veteran. 3. Submit current letter from VA Regional Office if receiving VA compensation. Letter must be dated within the past 12 months. 4. Submit Standard Form 15 (Application for 10-point Veterans Preference) if applying for preference. 5. Submit current Form SF-50b (Notification of Personnel Action) if you are presently employed by the Federal government or have prior Federal service. 6. Submit DA Form 5433-4 (Verification of Overseas Employment) if applying under Executive Order. 7. Selectee must provide at least one letter of reference from recent employment. This letter of reference must be received in Human Resources Management Service no later than the first day of duty.					
<b>THIS IS A NON-BARGAINING UNIT POSITION.</b>					
If patient needs arise, the incumbent of the above position may be reassigned to either the Waco or Marlin sites within the Central Texas Veterans Health Care System. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. Please refer any questions to the specialist listed above. CTVHCS is a smoke-free environment. <b>EQUAL EMPLOYMENT OPPORTUNITY:</b> Actions to fill this position will not be based on discriminatory factors which are prohibited by law. <b>For selectee, attendance at new employee orientation (Temple ICF) is mandatory from 8 a.m. to 4:30 p.m. on the first duty day and must submit a letter of reference no later than the first day of employment</b>					